

## **Post Event Summary Report Format for Independent Aging Agenda Events**

### **Introduction**

The 2005 White House Conference on Aging will be held in Washington, DC on October 23-26, 2005. At that time, delegates from across the United States will decide on a number of recommendations to be sent to the President and Congress that are designed to guide national aging policy for the decade to come. Past White House Conferences on Aging have focused on the challenges and opportunities of a rapidly aging diverse population. The 2005 White House Conference will be unique in that it has been directed by statute to also focus on the impact of the 78 million baby boomers (born between 1946 and 1964) that will begin to reach retirement age beginning in 2006.

### **General Guidelines**

By having your event officially designated as an “Independent Aging Agenda Event,” you have agreed to submit a written report summarizing its results **within 30 days of its completion, and not later than August 1, 2005**. The results of these events will be included in the materials provided to the delegates for consideration at the White House Conference on Aging later this year. Because we anticipate receiving many recommendations over the next several months, we ask that you follow the Post-Event Summary Report format provided to transmit your results to the WHCOA. The Post-Event Summary Report may be sent by email to [Moya.Thompson@whcoa.gov](mailto:Moya.Thompson@whcoa.gov) or by regular mail to Moya Thompson, Director, Outreach Coordination, White House Conference on Aging, 4350 East West Highway, 3<sup>rd</sup> Floor, Bethesda, MD 20814. Sending the Post Event Summary Report by **email is strongly encouraged**. Moya’s number is 301-443-2394.

The report must be limited to no more than 5 pages in length. The recommendations made should be related to the Conference theme and agenda to be determined by the WHCOA Policy Committee (see <http://www.whcoa.gov> for a listing of the annotated agenda approved by the Policy Committee on October 1 that lists general issue areas currently being considered by the Policy Committee), and must be clear and concise. All recommendations must be prioritized by rank, with the most important listed first. Recommendations should clearly address specific issues, barriers that may exist to meeting needs, and any creative solutions.

## **Post-Event Summary Report**

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_  
(Include city and state)

**Number of Persons attending:** \_\_\_\_\_

**Sponsoring Organization(s):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please follow this format for each priority area, with the most important listed first.

**Please ensure that your organization's name and contact information is provided at the bottom of each page submitted.**

**Priority Issue #1:** (describe specific issue)

**Barriers:** (list any barriers that may exist related to this issue)

**Proposed Solution(s):** (list suggested solutions to the challenges described above)

